

25 February 1957

MEMORANDUM FOR: Chief, Support Staff, OCI

FROM : Chief, Document Division, OCR

SUBJECT : Time Lag Study of CS Reports

REFERENCE : Your memo dated 7 Feb. 1957, with attached list, same subject.

1. The lists attached to reference have been reviewed to determine the number of work days each listed report was held in OCR for processing. This was computed in each case by deducting the date on the receipt (typed by the Printing and Services Division, LO) from the date received in OCI as shown on your lists.
2. A comparison with the previous study of 28 - 30 November 1956 shows that:
 - a. The volume of reports processed nearly doubled for the 3 day period, amounting to 495 as compared with 273.
 - b. 92% of the reports were received by OCI within four days as compared with 93% in November; 54% within four days compared with 83% and 24% within three days compared with 39%.
3. The average time lag of some 18 days determined from the "Date Distributed" and the date received in OCI is about the same as before, but within the period an additional day was required for nearly 1/3 of the reports for processing in OCR, even though 92% of all the reports were processed by OCR in five working days or less.
4. We have been training several members of our Analysis Branch in the dissemination of CIA documents and feel that in the future we will be able to cope with abnormally high daily receipts by assigning additional disseminators to move varying volumes within a 48-72 hour maximum time limit.
5. We would be interested in another spot check within the next three months if you are agreeable.

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